

REPORTS INVENTORY						CONTROL NO. <i>DD 5/02-001</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Quarterly Report						2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		1. ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		COMMUNICATIONS	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly				6. DISTRIBUTION (No. of components not number of copies) 1-D/CO	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT D/CO		
10. PREPARING COMPONENT (include lowest level contributing information to report) SPD & Branches				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) SPD Branches			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-13/9	9.67		24	=	432.00		4 1728.00
GS-05	3.46		8	=	27.60		4 110.40
GS-12/7	8.19		40	=	327.60		4 1310.40
GS-05	3.46		8	=	27.60		4 110.40
GS-13/7	9.67		5	=	48.30		4 193.20
GS-07	4.15		2	=	8.30		4 33.20
GS-14	10.39		32	=	332.30		4 1330.00
GS-07	4.15		4	=	16.60		4 66.40
GS-15	13.57		6	=	81.40		4 325.60
B. COSTS OF COMPUTER PRODUCED REPORTS /						\$5207.60	
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Will be required as long as D/CO requests same. This previously was a monthly report.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS		<input type="checkbox"/> OTHER (explain)				MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						STAT	
<input type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 26 Oct 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090004-4				18. EXTENSION	